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## Ms. Maria Romanus Nyeho' CV

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**Address:** P.O. BOX 4 , Nzega, Tanzania. **Mobile** +255 679 916 187; **Sex:** Female. **Email** [marianyeho12@gmail.com](mailto:marianyeho12@gmail.com)

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### Professional Summary

As a bachelor's degree holder in Regional Development Planning, I possess a strong foundation in analyzing and addressing complex economic, social, and environmental issues at the regional level. My expertise includes conducting research, designing and implementing development programs, and engaging with stakeholders to promote sustainable and inclusive growth. I am committed to using my skills to contribute to the development of communities and regions in need

### Education

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|--------------------|---|
| <b>2019 - 2022</b> | Bachelor's degree in Regional Development Planning.<br><i>Institute of Rural Development Planning, P.O BOX 138, Dodoma – Tanzania</i> |
| <b>2017 - 2019</b> | Diploma in Rural Development Planning.<br><i>Institute of Rural Development Planning, P.O BOX 138, Dodoma – Tanzania</i>              |
| <b>2016 - 2017</b> | Certificate in Rural Development Planning;<br><i>Institute of Rural Development Planning, P.O BOX 138, Dodoma – Tanzania</i>          |
| <b>2012 - 2015</b> | Certificate in Secondary Education (CSEE)<br>Maheve Secondary School, P.O BOX 735, Njombe   |
| <b>2005 - 2011</b> | Certificate of primary school education<br>Kibena primary school  |

### Work Experience

#### September 2023 – To date

Position: Village Executive Officer III: Kipungulu Village, Mizibaziba ward.

Duties and Responsibilities:

- To oversee the security and safety of citizens and their property, being a guardian of peace and a supervisor of governance in the village.
- To coordinate and overseeing the planning and implementation of ongoing village plans.
- To manage revenue collection.
- To supervise the preparation of reports on task implementation and encouraging citizens to prepare and implement strategies to eliminate poverty, hunger, and increase production of goods

#### July 2021 – September 2021

#### NHIF DODOMA HQ

Position: Accountant

Duties and Responsibilities:

- I was involved in creating batches of staff by recording the complaints and reporting them to the supervisor.
- Participated in issuing health insurance cards to members who were ready to get Health insurance funds on time.
- I was involved in corrected new forms which had been filled by the customers seeking to join the fund as well as inspecting the forms if they have been attached with important attachment such as birth certificate.

- Participated in filling the official forms such as NHIF forms and issuing identity cards to the staff members.
- Received training on the 'AMMIS' system which is used by the fund's compliance and membership department to perform their daily task, among them being adding viewing and creating registration numbers to customers.
- Involved in reviewing and teaching members who came to the organization to be able to fill the form and get access to the health insurance and updating other health insurance membership information.

#### **July 2020 - Sep 2020                      Kikuyu Kaskazini Ward Office**

Position: Community Development Officer

I was involved in performing the following Duties and Responsibilities.

Creating awareness to community on project development

- To provide help in project proposals to funding agencies
- To supervise and performing all administrative works
- Managing report writing and documentation.
- Field report writing.
- Data collection and presentation
- To perform other duties as required by community development office

#### **July, 2019 – Oct, 2019                      Ramadhani ward Office**

Position: WEO (ward executive officer)

I was involved in performing the following Duties and Responsibilities:

- Preparation of social economic profile at Ramadhani ward.
- Preparation of investment profile at Ramadhani ward.
- Preparation of environment profile Ramadhani ward.
- Data entry on the collected information in Statistical Package for Social Science (SPSS)

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#### **Trainings & Transferable skills**

- Business plan writing and entrepreneurship skills training that was held at institute of rural development planning August 2018
- Personality development program training that was held at institute of rural development planning July 2019
- Computer skills (Microsoft Word, Microsoft Excel, Microsoft Power point)
- Capable to work under pressure, self-motivation, flexible and interpersonal skills
- Public speaking and general presentation skills
- Charming personality with good interpersonal and teamwork skills
- Ability to facilitate positive change and build sustainable working relationships
- Front office management and inquiries handling

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## References

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Mr. Fundi Kassim Fundi  
Ward Executive Officer\_NATA (WEO)  
P.O. Box 04, Nzenga.  
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**Mr. Steven Lee Mwaseba**  
Lecture at Institute of Rural Development Planning (IRDP)\_Dodoma  
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### **Declaration**

I **Maria R. Nyeho** confirm that the detailed information written above is accurate to the best of my knowledge.